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Approved For Release 2005/06/13 : CIA-RDP78-03568A000200010020-6

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Advisor for Management

DATE: 1 May 1951

FROM : Chief, Administrative Services

SUBJECT: Revision of Administrative Services T/O.

1. In accordance with the direction of the Assistant Deputy Director (Administration) (General), there has been prepared by the Administrative Services Office the attached operating procedure covering the Vital Materials Program. Also attached is a proposed Regulation [ ] to be issued in lieu of the existing regulation in that it is more specific with reference to the Vital Materials Program.

2. The program has been established with a view toward combining the Vital Materials Program and the Records Management Program in the operating activities through what we have called an Area Records Officer. It is necessary that such an Area Records Officer be established in each principal activity in CIA in order that there can be one person of sufficiently high caliber, background and experience with whom our Records Analysis people can deal in order to obtain satisfactory results. Also, the program has been proposed on the basis that each operating activity will be responsible for determining which of its documents are vital.

3. The repository, on the other hand, will be operated under [ ] for which Administrative Services will not be responsible. Therefore, the responsibilities with which the Administrative Services Office is concerned are: (1) that the Vital Materials Program receive the proper attention from all operating and administrative activities, and (2) that there will be a central activity for the reproduction and depositing of all material to be deposited directly in the repository and that adequate procedures are established for this purpose.

4. In addition, a survey of the existing records management program has indicated that the reasons for the delays in initiating this program under OCD have been primarily (1) the lack of personnel in the Records Analysis Section to analyse, process and deposit excess material in the CIA Archives, and (2) personnel are not provided in the various offices to assume the responsibility and devote their full time to records analysis. It is therefore necessary that complete facilities and personnel be provided by the Records Analysis Section for carrying out on a continuing basis a workable and satisfactory program. It is felt that at least two microfilm teams are necessary to implement and maintain a suitable records management program.

JOE NO. BOX NO. FILE NO. DOC. NO. 12-NO. 8-CHANGE  
IN CLASS X-NO. CLASS/ CLASS CHANGED TO: TS. S. REF. JUSI 22  
NEXT REV. DATE 1951  
NO. PGSA CREATION DATE 10-1-50 COMPS OPL 32 ORG CLASS C  
REV CLASS C REV COORD. AUTH: HR 70-3

AUG 21 1951

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25X1 5. It is with these thoughts in mind that the following proposed T/O of the Records Management and Distribution Branch, General Services Division, Administrative Services Office, which results in an increase of [ ] positions, is recommended:

RECORDS MANAGEMENT AND DISTRIBUTION BRANCH

Records Officer GS-13  
Secretary GS-5

VITAL MATERIALS SECTION

25X1 [ ] Analyst (Supervisor) GS-7  
Clerk GS-5  
Operators (Micro-photographer) GS-3

RECORDS ANALYSIS SECTION

25X1 [ ] Analyst (Supervisor) GS-12  
Analyst GS-11  
Analyst GS-9  
Analyst GS-7  
Analyst-typist GS-5  
Clerks GS-3  
Operators (Micro-photographer) GS-3

ARCHIVES SECTION

25X1 [ ] Analyst (Supervisor) GS-9  
Analyst GS-7  
Analyst-typist GS-5  
Clerk GS-4  
Operator (Micro-photographer) GS-3

MAIL CONTROL SECTION

25X1 [ ] Supervisor GS-9  
Supervisor GS-8  
Couriers GS-5  
Mail Supervisors GS-5  
Mail Clerks GS-4  
Secret Couriers GS-4  
Couriers GS-3  
Mail Clerks GS-3  
Messenger CPC-4  
Messengers CPC-3  
File Clerks GS-4

25X1 25X1 25X1 TOTAL T/O - [ ]

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Attachments (2)

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Add to  
transportation  
L B 12- [ ] 25X1

Check HCH  
Transf acct. GS-7  
Transf Clerk GS-5

25X1 29 June

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